

Department of General Services Procurement Division

**State Agency Customer Forum
September 28, 2016**



Welcome

Michael Aguilio

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eProcure/Fiscal

DGS PD Super Team

Annette Harrison

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SCPRS Upload Process, Education, and Resources (SUPER) Team

- eProcurement Unit
 - SUPER webpage:
<http://www.dgs.ca.gov/pd/Programs/caleprocure/calprocurebuyers/SUPER.aspx>
 - SUPER team is starting to actively engage with departments to assist with SCPRS entries
 - Guides and Resources for SCPRS Transactions

SUPER tool

What happens to your data?

1. Validation
2. Conversion
3. File back to Department
4. Fi\$Cal Upload

Department Feedback

- Required contract information is uploaded into the FI\$Cal System and viewable on Cal eProcure
- Has a high success rate, easily monitored for tracking errors and success
- SUPER upload team has been very helpful to those that needed additional assistance

Contact Us

- For any questions regarding the SUPER Tool, and/or SCPRS Upload, please contact the SUPER Team at: eProcure@dgs.ca.gov
- For questions related to FI\$Cal access or the FI\$Cal system, please contact the FI\$Cal Service Center (FSC) at: fiscalservicecenter@fiscal.ca.gov or 855.347.2250

SCPRS Upload Process, Education, and Resources (SUPER) Team

Thank you for your time!
We look forward to hearing from you.

eProcure/Fiscal



Questions?

CalPCA

Joseph Watkins

Manager, CalPCA

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CalPCA

- 1. 1ST Annual Student Survey**
- 2. Learning Management System**
- 3. Basic Acquisition Certificate**
- 4. Calendar on CalPCA website**
- 5. CalPCA YouTube channel**

CalPCA Update

- Questions or Comments?

CalPCA Help Desk

calpcahelp@dgs.ca.gov

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CalPCA



Questions?

Legislation Updates

Matt Bender

Manager, Legislative Affairs

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Bills Signed by the Governor

AB 2844 (Bloom)

Bidders/proposers on contracts of \$100,000+ required to certify, under penalty of perjury, that:

- They are in compliance with specified California antidiscrimination laws.
- Any policy “against any sovereign nation or peoples recognized by the government of the United States,” including Israel, is not used to discriminate in violation of those laws.

PD and OLS will provide guidance on implementation.

Bills Signed by the Governor

SB 1012 (Nguyen)

Would require any U.S. or California flag purchased by the state or local government to be made in the U.S.

Little practical effect for state government, as PIA flags are already made in the United States.

Bills Vetoed by the Governor

SB 1176 (Galgiani)

Would have created new “public works only” small business certification for firms with revenues of \$15-25 million and/or 101-200 employees.

SB 1219 (Hancock)

Would have created new certification and 5 percent bid preference for “employment social enterprises” that employ people with multiple barriers to employment.

Governor’s Veto Message:

Bills would “require an expensive modification to FI\$Cal at a time when the state must focus its resources on the project’s successful deployment.”

Awaiting Signature or Veto

AB 1890 (Dodd)

Would require certain employers with a state contract valued at \$50,000 or more to submit nondiscrimination program meeting specified requirements, or a specified report, to DFEH.

Legislation



Questions?

Acquisition Branch

Carol Bangs

**Senior EDP Acquisitions
Specialist (Supervisor)**

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Tablets

Tina Larios

**Associate Materials Analyst
Procurement Division/
Contracts Management Unit**

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Tablets Overview

- **Contracts began September 19, 2016 and expire September 18, 2018.**
- **The Department of General Services has the option to extend the contracts for three (3) additional one (1) year periods or portion thereof.**
- **Seven (7) mandatory statewide tablet contracts.**

Tablets Overview (Cont.)

- **Contracts are by manufacturer brands.**
- **There is a minimum purchase requirement of one (1) tablet. Agencies cannot purchase tablet accessories solely from the contracts. e.g. charge cords, USB power, adapters, docks, cases.**

Tablets Overview (Cont.)

- Per the Desktop and Mobile Computing Policy 4989, departments shall purchase one desktop computer or mobile computing device per employee.
- Please refer to the Desktop and Mobile Computing Policy 4989 at <http://sam.dgs.ca.gov/TOC/4900.aspx> for more information.

List of Tablet Contracts

Contract Number	Brand	Contractor Name
1-16-70-08A	Microsoft	PC Specialists, Inc. dba Technology Integration Group (TIG)
1-16-70-08B	Dell	PC Specialists, Inc. dba Technology Integration Group (TIG)
1-16-70-08C	Hewlett-Packard	NWN Corporation dba NWN Solutions Corporation
1-16-70-08D	Getac Inc. (Rugged)	NWN Corporation dba NWN Solutions Corporation
1-16-70-08E	Samsung	CDW Government LLC
1-16-70-08F	Lenovo	Enterprise Networking Solutions, Inc. dba ENS Inc.
1-16-70-08G	Apple	Natix, Inc.

Small Business/Disabled Veteran Business Enterprise (SB/DVBE)

Each contract contains the following DVBE and/or SB participation:

1-16-70-08A: 5% DVBE

1-16-70-08B: 5% DVBE

1-16-70-08C: 3% DVBE

1-16-70-08D: 3% DVBE

1-16-70-08E: 3.5 % DVBE

1-16-70-08F: 100% SB, 5 % DVBE

1-16-70-08G: 100% SB, 100% DVBE

Tablets



Questions?

Printers

Desktop, Workgroup and MFD's

Eileen Tardiff

**Senior EDP Acquisitions Specialist
Procurement Division**

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Printers

- **Contracts began September 1, 2016 and expire August 31, 2019**
- **3 mandatory contracts**
- **Contracts are by brand with multiple selections on each**
- **Desktops, Workgroup Printers and Multi-Functional Devices (MFD's)**

List of Printer Contracts

There are three brands of Printers on contract for the next 3 years:

- **1-16-70-04A: HP Products**
- **1-16-70-04B: Samsung Products**
- **1-16-70-04C: Lexmark Products**

Types of Printers on Contract

Each contract has multiple types of Printers:

- **1-16-70-04A: HP - Desktops, Workgroup and Multi-Functional Devices (MFD's)**
- **1-16-70-04B: Samsung - Workgroup and Multi-Functional Devices (MFD's)**
- **1-16-70-04C: Lexmark - Workgroup**

Contractors for Each Contract

The Contractors for each contract are:

- **1-16-70-04A: NWN Corporation**
- **1-16-70-04B: Technology Integration Group (TIG)**
- **1-16-70-04C: Granite Data Solutions**

Small Business/Disabled Veteran Business Enterprise (SB/DVBE)

Each contract contains SB and/or DVBE participation:

- **1-16-70-04A: 3% DVBE**
- **1-16-70-04B: 4% DVBE**
- **1-16-70-04C: 100% SB 100% DVBE**

Printers – Quick Notes

- **HP and the Samsung - SB/DVBE off-ramp**
- **Lexmark – no SB/DVBE off-ramp (contractor is a SB/DVBE)**
- **Consumables/services available for purchase with a Printer, for life of contract**
- **Use Delegated Authority for Consumables if not purchasing a printer**

Printers – Quick Notes

- **Toner/paper for your current printers? Go to the State Contracts Index Listing for a list of all Statewide contracts.**
- **Copier contracts?**

Please contact Christina Nunez at:
christina.nunez@dgs.ca.gov

Printers

Desktop, Workgroup and MFD's



Questions?



15 Minute Break

Purchasing Authority

Adrian Carranza

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Purchasing Authority Review

- **Public Contract Code PCC 10331**
- **Components of a Purchasing Authority Review**
- **Pilot Purchasing Authority Review**
- **PAR schedule**

Public Contract Code 10331

Pursuant to PCC 10331, purchasing authority granted to state agencies are subject to annual review by DGS/PD.

Components of a Purchasing Authority Review (PAR)

- Step 1: Policy and Procedures
- Step 2: Kickoff Meeting to discuss scope of PAR
- Step 3: Exit Meeting to discuss Findings
- Step 4: Final PAR report issued

Pilot Purchasing Authority Review

- **Scope of Pilot PAR**
- **Findings**
- **Agency Benefits**
- **PAU: lessons Learned**

Purchasing Authority Review Schedule

PAR Schedule

Purchasing Authority



Questions?

Program Abuse

Carl Josephson

**Compliance and Quality
Assurance Manager**

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DVBE Services**

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SB/DVBE PROGRAM ABUSE

- **What is Program Abuse?**
- **What are the Sanctions and Penalties?**
- **Awarding Departments' Responsibility**
- **OSDS Responsibility**
- **DVBE Substitutions**
- **Questions?**

What is Program Abuse?

- (1) Fraudulently obtain or attempt to obtain public monies or contract awarded by the state to which a person is not entitled.**
- (2) Fraudulently represent SB/DVBE participation in order to obtain or retain a bid preference or a state contract.**
- (3) Fraudulently represent a CUF in order to obtain or retain a bid preference or a state contract.**

SANCTIONS & PENALTIES

- **Revocation of the certification(s) for 5 years (first violation) or 10 years (additional violation)**
- **Suspension from doing business with the state 3-10 years**
- **Misdemeanor punishable by imprisonment up to six months, or fined \$1000, or both**

SANCTIONS & PENALTIES

- **Civil penalties of \$10,000 to \$30,000 for first violation**
- **Civil penalties of \$30,000 to \$50,000 for each additional or subsequent violation**
- **Recovery of costs and attorney's fees by the awarding department, or DGS.**

SANCTIONS & PENALTIES

- **Recovery by the state any difference between the contract amount and what the state's costs would have been if the contract had been properly awarded.**
- **Assessed penalty not to exceed 10% of the contract amount.**

Awarding Department Responsibilities

- **Maintain detailed procurement files.**
- **Get your SB/DVBE advocate involved!**
- **Notify OSDS early regarding suspected program abuse.**
- **Investigate allegations of, or suspected program abuse.**

Awarding Department Responsibilities

**Remember the clock is running...
think Statute of Limitations
(Laches)**



Awarding Department Responsibilities

- **Submit a written report with the recommended action commensurate with the findings to OSDS within 60 business days**
- **The written report is a public document.**
- **We strongly suggest that your legal office or other appropriate office be consulted when preparing the report.**

OSDS Responsibilities

- **Provide Assistance to State Departments**
- **Revocation of the SB/DVBE Certification**
- **Suspension from doing Business with the State**
- **Request Civil Penalties and Recovery of Costs**
- **Represent the State in OAH hearings**

Program Abuse



Questions?

DVBE Substitutions

Demeshia Swanson

**Certification, Policy and
Regulations Supervisor**

**Office of Small Business and DVBE
Services**

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Processing DVBE Substitution Requirements

- **What is a DVBE Substitution?**
- **What are the requirements?**

Processing DVBE Substitution Requirements

- **DVBE subcontractors shall be used unless a substitution is approved by the OSDS.**
- **The contractor shall notify the DVBE of the intended substitution in writing, sent by certified mail.**

Processing DVBE Substitution Requirements

The contractor shall submit the following to the awarding department:

- **A copy of the written notice to the DVBE with proof of delivery.**
- **A copy of the DVBE's consent or opposition to the substitution.**
- **The name and supplier number of the replacement subcontractor.**

Processing DVBE Substitution Requirements

- The DVBE has 5 days to oppose the substitution in writing.
- The awarding department shall grant the DVBE a hearing within 5 days from the receipt of the objection.
- Note: There is no OSDS involvement when the awarding department denies the substitution request.

Processing DVBE Substitution Requirements

Substitution approval reasons:

- DVBE becomes bankrupt, insolvent or goes out of business.
- DVBE does not perform as listed in Bidder Declaration.
- DVBE does not meet bond requirements.
- DVBEs name is listed incorrectly
- DVBE not licensed as required.

Processing DVBE Substitution Requirements

OSDS Substitution approval reasons

When the awarding department determines that the DVBE:

- Did not perform in accordance with the plans and specifications: or,
- Has delayed or disrupted the progress of the work

Processing DVBE Substitution Requirements

Wrap Up

- Email DVBE Substitution requests to osdshelp@dgs.ca.gov
- OSDS will email processed requests to SB/DVBE Advocate & Contracting Official within 3 days of receipt
- SB/DVBE Advocate/Contracting Official will notify the Prime & DVBE subcontractors

DVBE Substitution



Questions?

EQUIPMENT MAINTENANCE MANAGEMENT INSURANCE PROGRAM (EMMP)

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EMMP OVERVIEW

- **ORIM's Authority to Procure Insurance on Behalf of State Departments**
(Government Code 11007.7)
- **DGS Insurance Program Launched in 2010**
- **Procured through ORIM Insurance Broker Contract**
- **Alternative to Procuring Equipment Maintenance and Service Contracts**

EMMP

Got Maintenance Contracts?

EMMP HIGHLIGHTS (1/2)

- **Less Administrative Burden**
- **One Master Insurance Program**
- **One Premium (annually)**
- **Equipment Asset Tracking**
- **Single Point-of-Contact**

** Handout Available - “EMMP Highlights”*

EMMP HIGHLIGHTS (2/2)

- **25% Savings on Current Spend**
- **Add or Remove Coverage (anytime)**
- **Extended Equipment Life**
- **24x7 Service Available**
- **Same Vendor In Most Cases**

** Handout Available - “EMMP Highlights”*

EMMP ACHIEVEMENTS

- **Over \$16 Million in Statewide Savings** (since inception in 2010)
- **Serviced Over 30 State Departments** (FY 2015/16)
- **Over \$5 Million Paid to SB/DVBE Vendors** (FY 2015/16)
- **Over 8,800 SB/DVBE Vendor Repair Claims Covered** (FY 2015/16)

EMMP REFERENCES

- **Correctional Health Care Services ~ \$1.8 million saved (FY 2015/16)**
“The EMMP program brought our facility inventories back on track.”
- **Department of Technology ~ \$257,000 saved (FY 2015/16)**
“The EMMP extends the IT equipment life and provides manufacturer level service, with better response time.”
- **Department of Justice ~ \$98,000 saved (FY 2015/16)**
“The EMMP consolidated our copier contracts and the repair vendors are paid quicker.”

EMMP ELIGIBLE EQUIPMENT

Any Equipment Electronic In Nature

- Information Technology (IT)
- Medical
- Research/Laboratory
- Communication
- Office
- Security

** Handout Available - "EMMP Eligible Equipment"*

SIMPLE ENROLLMENT

STEP 1 ▶ Department provides PO/maintenance contract or inventory list

STEP 2 ▶ ORIM delivers no-obligation quote

STEP 3 ▶ Department returns approved quote acceptance form

STEP 4 ▶ *Let us do the rest!*

Once enrolled, EMMP coverage is immediate

One (1) ORIM-approved invoice will be provided for payment

** Handout Available - "EMMP Enrollment in 5 Simple Steps"*

FOR MORE INFORMATION

- Email ORIM's EMMP Mailbox at EMMP@dgs.ca.gov
- Visit DGS' ORIM Website at <http://www.dgs.ca.gov/orim/programs/insurance.aspx>

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EMMP



Questions?

Closing Remarks

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Feedback

**PLEASE fill out the feedback form
before you leave.
Your input is greatly appreciated!**

**Mark your calendar for the next
Customer Forum:**

Wednesday, March 29, 2017

**Your feedback helps build the next
agenda.**

Where to find ...

- Customer Forum web page

<http://www.dgs.ca.gov/pd/Programs/OSDS/CommunicationsOutreach/StateAgencyCustomerForum.aspx>

- Customer Forum mailbox

PDCustomerForum@dgs.ca.gov

- SB/DVBE Resources

Brochures, Instructions, PowerPoints and more

<http://www.dgs.ca.gov/pd/Programs/OSDS/CommunicationsOutreach.aspx>